

## INSTRUCTIONS FOR PRINTING SF50S AT THE ORGANIZATIONS

1. Log into the PPIs with your assigned userid and password.
2. Click on the “Regional Application” located on the main menu.
3. Click on the “SF50s” button.
4. A screen will come up like the one below:

[illegible]

5. You can resort the SF50s by clicking on the “ReSort” button and sort them by the items you see on the screen below:

**SORT WINDOW**

Sort Order by Fields

1st DATE

2nd NOA

☐ ORG

OK Cancel

- Once the SF50s are sorted, click on the “Print Range” button and then click on the “SSAN” button which will bring you to a screen like the one below:

SF50 PRINT RANGE

Select a print range (0 - 9 based on the last character of the SSANs displayed.)

Range: 0 to 9

Ok Cancel

7. Type in a zero for the first number and a 9 for the last number to print all SF50s. If you have more than fifty SF50s in the print queue, you should only print out a small range of SSANs because your printer will not handle that many SF50s at once. You can enter 0 to 3 and print those, then go back and print again and enter 4 to 9, etc. until all the SF50s are printed out of the Print Queue.

8. All SF50s that have been approved by the CPOC will appear in your print queue and are available for viewing through the “Displays” button in the Regional Application. Click on the “Displays” button, then click the “SF50” button under the words “Personnel Processing”. You need to enter the SSAN of the employee you want to see a SF50 history for and click on the “Execute Query” function at the top of the screen. This will bring up all the SF50s that have been approved for that employee since we began using the Electronic SF50 program. You can then view and/or print any SF50 that is listed there using the “View SF50” and “Print SF50” buttons.
9. All SF50s produced on separated employees or employees going into a ‘leave without pay status’ will still appear in the print queue and you must print them in order to make them disappear from your print queue; however, these SF50s will be distributed to the employees directly from the CPOC with any associated paperwork that is necessary to accompany it.